

ACCOUNT CLERK

DEFINITION

To assist other accounting personnel in performing a wide variety of responsible clerical and technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions including accounts payable, accounts receivable and payroll.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class of the Account Clerk series. Incumbents initially perform the more routine duties assigned to the positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties assigned with increasing independence. This class is distinguished from the Senior Account Clerk in that the latter is assigned the accounting clerical duties for a functional area of responsibility such as payroll, accounts payable or accounts receivable and may provide technical and functional responsibility for other accounting clerical personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an Accountant or assigned supervisor, and technical and functional supervision from a Senior Account Clerk.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Assist other accounting clerical personnel in performing a variety of technical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable and payroll functions.
2. Maintain the necessary accounting records to support processed transactions related to area of assignment.
3. Reconcile records of area of assignment; verify accounting entries to ensure accuracy.

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EXAMPLES OF DUTIES

4. Process, code, enter and verify numerical or financial data related to area of assignment.
5. Assist in the preparation of technical reports and documentation related to area of assignment; compile and prepare routine reports.
6. Provide technical support to assigned accounting clerical personnel; research and compile basic technical information related to area of assignment.
7. Respond to questions from operating departments regarding area of assignment.
8. Perform special projects and studies; collect and compile statistical and financial data for special reports.
9. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- A. Basic bookkeeping procedures.
- B. Basic mathematics.
- C. English spelling, usage, grammar and punctuation.
- D. Modern office practices, procedures and computer equipment.

Ability to:

- E. Learn financial record keeping principles and practices.
- F. Learn basic accounting principles.
- G. Learn to use a computer-based accounting system.
- H. Collect, compile and verify accounting data.
- I. Maintain neat and accurate files and records.

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Ability to:

- J. Make arithmetical calculations, postings and comparisons rapidly and accurately.
- K. Communicate clearly and concisely, both orally and in writing.
- L. Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible clerical, accounting clerical, or administrative/business experience.

Training:

Equivalent to the completion of the twelfth grade.

PROBATIONARY PERIOD: Six months

155CS90

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Revised May 1990

AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt